

DOCHROC TRAINING ANNOUNCEMENT

December 2011 Commerce Learning Center (CLC) Courses

To: OS Employees and Serviced Clients (BIS, EDA, ITA, MBDA, and NTIA)

Announcement No. 106-100: December 2011 – Commerce Learning Center (CLC) Courses

The Office of Workforce Development and Performance Management (OWD&PM) is pleased to announce CLC training opportunities that are being spotlighted for the month of December. These courses are located in the Commerce Learning Center: <https://doc.learn.com/other>

The following course is targeted for managers and supervisors:

Course Title	Click Here to Access Course	Course Duration
Basics of Budgeting	https://doc.learn.com/login.asp?lcid=178422&requestedurl=courseredirect.asp?courseid=182	3.5 hours

The following course is targeted for aspiring supervisors/team leaders:

Course Title	Click Here to Access Course	Course Duration
Initiating and Planning a Project	https://doc.learn.com/login.asp?lcid=178422&requestedurl=courseredirect.asp?courseid=853	2.0 hours

The following course is targeted for all employees:

Course Title	Click Here to Access Course	Course Duration
Creating Change, Gaining Allies	https://doc.learn.com/login.asp?lcid=178422&requestedurl=courseredirect.asp?courseid=4458	2.5 hours

If you have any questions regarding instructions to take these courses, please contact Anesia Robinson at (202) 482-1380 or via e-mail at arobinson@doc.gov. Training information can also be found at: <http://hr.commerce.gov/DOCHROC/index.htm>